



## UNITED STATES PATENT AND TRADEMARK OFFICE

WASHINGTON, DC 20231  
WWW.USPTO.GOV

FORM CD-260  
REV. 6-86  
DAO 202-335

### MERIT PROGRAM

Announcement Number: **PTO-04-166**  
Issue Date: **11/08/04**  
Closing Date: **11/29/04**

# VACANCY ANNOUNCEMENT

#### TITLE, SERIES, AND GRADE

Contract Specialist  
GS-1102-14  
Position is at the full performance level  
Multiple positions  
Competitive Service  
Non-Bargaining Unit Position

#### VACANCY LOCATION

U.S. Patent and Trademark Office  
Office of the CFO/CAO  
Office of Procurement  
Arlington/Alexandria, VA

#### AREA OF CONSIDERATION

PTO Employees with Status  
DOC Surplus, Displaced Employees  
in local commuting area

#### DUTIES:

Plans, negotiates, leads, and/or administers complex procurements of goods, systems or services with specialized, state-of-the-art, critical or scarce requirements and characterized by a lack of any previous cost data, use of a wide and extensive use of subcontractors, frequent changes in terms, conditions or funding arrangements, and similar difficulties. Develops and/or reviews complex contractual pricing arrangements and incentives characterized by multiple incentives requiring sophisticated contracting techniques, sharing arrangements such as cost-plus-incentive-fees or fixed-price-incentive-fees where the agency and the contractor share cost risk, or economic price adjustment clauses for adjusting labor and material costs where price cannot be reasonably predicted at the time of negotiation. Audits or reviews major acquisitions of similar complexity, presents findings, recommends corrective actions and policy or procedure improvements. Reviews, advises on, develops and recommends operating unit- wide or agency-wide procurement processes and systems, procedures and policies.

#### SUMMARY OF QUALIFICATION REQUIREMENTS:

**BACHELOR'S degree** that included or was supplemented by **24 semester hours** in certain business-related fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods or organization and management; **AND** 4-years experience in contracting. **Due to the positive education requirement applicants must provide transcripts (see note below).** Education and training standards for individuals can be waived by the DOC SPE. Waivers will only be given on a case by case basis on the unique circumstances of a specific hiring action for candidates that have the potential for advancement to greater responsibility and authority based on demonstrated analytical and decision-making capabilities, job performance and qualifying experience. Consideration will be given to efforts already being taken to meet the educational requirements. A tentative selectee and their supervisor would agree to a draft plan that delineates the time-line for achieving the educational and/or training requirements. The plan must be finalized and signed by both parties after the waiver is granted and selection is made. Individual who don't currently meet the educational requirements can apply and be considered for this vacancy announcement, but their ultimate selection would be dependant upon the DOC granting a waiver in their case to the education requirements.

**In addition to meeting the above requirements** applicants must have had **one year of specialized experience** which has equipped them with particular knowledge, skills and abilities to successfully perform the duties of the position, which is typical to the work of the position to be filled, and is equivalent to the **GS-13** grade level in the Federal Service. Status applicants considered under Merit Program Procedures are subject to time-in-grade requirements in accordance with 5 CFR 300.604. CTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan.



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**Note:** Applicants who wish to be qualified based on education **MUST** submit a copy of their transcripts showing specific coursework completed or a listing of college courses showing course number, title, grade, type (semester/quarter hours), and number of credit hours. Graduates of foreign schools MUST have their academic credentials evaluated through a recognized credential evaluating institution. Failure to submit the above will result in an ineligible rating. **If selected official college transcripts will be required.**

**Evaluation of Qualified Candidates:** will be on the basis of experience, training, awards, supervisory appraisals, and the following factors. **Failure to address each factor may have an impact upon your ranking.**

1. Knowledge of Federal contracting law, regulations, policies and procedures; and experience in Federal contract with an emphasis in IT contracting, or major supply and services contracting.
2. Demonstrated skill and experience in coordinating and leading teams to conduct a wide variety of highly complex procurement and contractual processes or reviews.
3. Ability to analyze contractor proposals with emphasis on IT acquisitions, or major supply and services, in order to establish responsiveness, past performance, price reasonableness so as to determine the offeror's ability to meet the requirement. Skill in assessing business practices and market conditions in order to develop sound business negotiation objectives.
4. Knowledge and application of innovative, unique and streamlined procurement methods.
5. Experience in preparing documentation that is factual and persuasive in regard to contractual situations. Demonstrate the ability to communicate precisely and accurately to senior management officials.

### How To APPLY - SUBMIT THE FOLLOWING:

1. Candidates may submit an resume **OR** OF-612 (form can be assessed from the following web site: <http://www.opm.gov/forms/html/of.asp> - [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf))
2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action.
3. Vacancy announcement number, position title and grade level(s) you are applying for **must** be recorded on the application submitted.
4. College transcript or List of College Courses (see **Note above**).
5. Statement of qualifications relating to each of the **Ranking Factors**.

Applications submitted by mail with a **postmark of on or before the closing date** of this announcement will be considered **only if received in the USPTO, Office of Human Resources**, five (5) working days after the closing date.

**FOR SPECIFIC INFORMATION CALL: Bonnie Guzman (703) 305-8516 or Ronald Taylor (703) 305-4324  
TDD# 1-800-828-1120 or Relay System**

For more employment opportunities visit our web site at [WWW.USPTO.GOV](http://WWW.USPTO.GOV)

**MAILING ADDRESS:**  
US Patent and Trademark Office  
Mail Stop 171  
Office of Human Resources  
P.O. Box 1450  
Alexandria, VA 22313-1450

**WHERE TO APPLY IN PERSON:**  
US Patent and Trademark Office  
Office of Human Resources  
2011 Crystal Drive CPK1 - 707  
Arlington, VA



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### VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

#### I. REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

1. The announcement number, title and grade of the position for which you are applying.
2. **Personal information**
  - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
  - b. Social security number
  - c. Country of citizenship
  - d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
  - e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
  - f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
  - g. Highest federal civilian grade held, including job series and dates held.
3. **Education**
  - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
  - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).
4. **Job-Related Work Experience (Paid and Non paid)**
  - a. Job title (include series and grade if Federal)
  - b. Duties and accomplishments
  - c. Employer's name and address
  - d. Supervisor's name and telephone number
  - e. Starting and ending dates (month and year)
  - f. Hours per week,
  - g. Salary
  - h. Indicate if we may contact your current supervisor.
5. **Other Qualifications**
  - a. Job-related training courses (title and year)
  - b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
  - c. Typing and/or stenography speed
  - d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
  - e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.

#### II. CTAP/ICTAP

1. CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

#### III. GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. If a vacancy is for a supervisory or managerial position, the selectee may have to serve a supervisory/managerial probationary period.
12. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. However, this implies no promise or guarantee of promotion.



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13. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.
14. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
15. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
16. For any vacancy, employees of the Department of Commerce may be considered before other applicants.
17. Relocation expenses will not be paid.

The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.